

DATE: 032520
TO: Jack Hobbs/County Administrator, Madison County, VA
FROM: Norman Smith/NSA
PROJECT #: 19679-Madison County Administration Center Consolidation
RE: Presentation of Program and SOW Report to the Board of Supervisors

In partial fulfillment of contractual deliverables, Norman Smith Architecture (NSA) provided to Madison County a presentation in .PDF format which included summaries of the ACM and MEP reports, other items and deliverables that NSA had provided and the existing conditions and 4 proposed space allocation/feasibility studies. County Administrator Jack Hobbs made this presentation and associated documents available to the Board of Supervisors and Department Heads for review prior to a meeting for the originally planned in-person presentation. The report was then presented to the Board and concerned parties via teleconference on 24 Mar 2020 due to the corona virus pandemic and gathering size restrictions.

Norman Smith and Richard Zubyk presented, after which, they addressed questions and comments from participants that were made both via voice and text chat through the teleconferencing application. Following is a summary of those exchanges with the original question noted as underlined and the notes of the NSA response below.

5:00 PM

Norman Smith

I think that we are ready to start in about 2 minutes

5:22 PM

Kevin McGhee

Two questions:

5:23 PM

Kevin McGhee

Which County department could most benefit from their own outside entrance?

[Response: The department that could benefit most from their own outside entrance could actually be two – Voter Registrar and Treasurer. During certain times of the year, the Registrar will have voters lined up out their door for early and absentee voting. Similarly, at certain times of the year, the Treasurer will have tax payers lined up out their door to make payments just prior to payment deadlines. Having these lines of people away from typical foot traffic to other departments would reduce congestion and enhance ease of movement.]

5:23 PM

Kevin McGhee

Why does VR require so much space?

[Response: The Registrar described several activities she needs to perform in order to fulfill her State-mandated duties, all of which require adequate space – training sessions for poll workers; inspecting, charging and prepping election machines and associated equipment for each polling station; providing

for and accommodating early voting for primaries and general elections; secure storage of election machines and records. We did briefly discuss and consider whether the larger voting space might be used for other purposes as long as security was provided for records, equipment, etc.]

5:24 PM

Stephanie

I prefer Proposal #2.

5:26 PM

Jack Hobbs

Are there any State Board of Elections space or layout requirements that need to be considered? JH

[Response: The Registrar has made several requests for information from Richmond, but due to the current emergency, Richmond has been slow to respond.]

5:29 PM

Amber Foster

What exactly defines a multi-purpose space? What are the needs in the county for this multi-purpose area?

[Response: A multi-purpose space is a space which can be reconfigured for many different uses. Tables and chairs may be arranged or rearranged for conferences; large meetings; training sessions; work space for auditors, temps or other. Multi-purpose spaces might also include combination break rooms/conference space/kitchenette uses. Presently, there seems to be a lack of conference/meeting/ extra work space available.]

5:30 PM

Amber Foster

Can you explain more about updating the HVAC?

[Response: HVAC units typically have a 15 year life. One or several of the HVAC units are close to the end of their life cycle and very soon will need replacing, perhaps within the next 5 years. The older the unit gets, the less efficient they become. Also, finding replacement refrigerant for the older units, refrigerant that has been replaced by a different type, is more difficult and more expensive. This consolidation and renovation activity would be an ideal occasion for updating the older HVAC unit(s) and is something that we recommend, subject to budget.]

5:33 PM

Mary Jane Costello

It looks like the office layouts for the Finance Department have no windows for any of the offices inside. That will be very dark. Also, need to know square footage for individual offices within FD.

[Response: This presentation was to show at a general, non-specific level, possible locations, allocations and relationships of the various departments. During the next step of the design process, once we are given direction as to which proposal to follow, we will focus on interior layouts of department spaces, i.e office spaces, windows and natural light, square feet, etc. We may also, subject to budget, consider making new window openings in several places or introducing natural light using other means.]

5:34 PM

Mary Jane Costello

I would also like to suggest a unisex private restroom in 414 North Main.

[Response: A good idea, if space permits.]

5:36 PM

Stephanie

There may need to be additional parking at 410.

[Response: This sparked a verbal discussion of existing parking at the former health department building, how many parking spaces each department would need for employees, and how many parking spaces may be needed at certain times of the year. Norman mentioned that this may be a budget issue beyond the scope of this work, but an issue worthy of addressing and that we would count the total number of spaces currently available within the administration complex and forward that to the County with our comments on that issue.]

5:38 PM

Stephanie

I agree with Lauren's concerns if VR and Treasurer are in the same building.

[Response: Lauren (Registrar) voiced concern about the number of people and vehicles which may appear at certain times of the year if voting and tax deadlines happen to coincide, particularly if VR and Treasurer are in the same building. The parking lot at 410 N. Main has about 22-24 spaces and is a dead end.]

5:42 PM

Roger Berry

One unit in the ceiling is 2 years old.

5:44 PM

Roger Berry

Back unit is the newest

[Response: This corrected Norman's statement that of the two HVAC units above the auditorium, the unit furthest from access was the oldest, when in fact it is the newest unit.]

5:49 PM

Kevin McGhee

Remind me - the concern (expressed by others on the call) for having VR and TR in same building was traffic/parking requirements?

[Response: Yes, for the reasons discussed above regarding overlapping requirements. And also for any unique parking requirements Richmond may have for VR.]

5:50 PM

Stephanie

Yes, Kevin. What I am concerned about is the lack of parking at both locations.

5:53 PM

Jack Hobbs

Kicked off again.

5:58 PM

Kevin McGhee

So, TR is always at the back of building 410. Any reason why it was never where CR is?

[Response: Final locations for the departments in 410 will be explored during the next step of design development. TR and CR may switch places. Having a long line of last minute, eager tax payers close

to the entry door may make foot traffic to other departments easier. Also, perhaps having their own entry for foot traffic may work better for TR. We will explore those arrangements. We also want to address security and access control issues so that may impact the locations of the departments.]

5:59 PM

Kevin McGhee

I only ask because the front of 410 seems more "accessible" to the general public.

[Response: Agreed.]

5:59 PM

Stephanie

Thank you for this presentation, and also thank you for allowing me to ask questions.

6:01 PM

Stephanie

I am fine to rotate spaces with the COR if it is needed. I really like the Proposal #2 layout.

6:02 PM

Kevin McGhee

Stephanie - I think I'm warming up to that option as well.

6:02 PM

Lauren Eanes

I like proposal #2 the best as well

6:04 PM

Stephanie

I am hopeful that there will be space for the Free Clinic in one of the other County buildings.

6:04 PM

Amber Foster

Thank you!

6:04 PM

Lauren Eanes

Thank you

6:05 PM

Norman Smith

Thank all of you